



THE GEORGIA ARCHIVES
Records and Information Management Services

State Agency Specific Schedules for Transportation, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
"107" Projects - Accomplished by State Maintenance Forces	Department of Transportation projects accomplished by state maintenance forces.	General Office: Destroy after project closure. District Offices: 6 years after project is closed.		Temporary-Short-Term		1994-005A
Activity Ledger Files	Reports providing funds allotted, funds expended and funds balance on a monthly and year-to-date basis by type of activity.	1 year		Temporary-Short-Term	Retain until all audit questions are resolved.	0000-371
Aerial Photograph Negative File	Documents relating to aerial photographs used for mapping and location studies	Permanent. Retain in office		Permanent	Retain in office	1974-249

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Aircraft Service Record	The aircraft service record is used to record all maintenance done, including all repairs, servicing, and inspections.	Hold until plane is sold or cannibalized. If sold, records must transfer with the plane. If cannibalized, destroy.		Temporary-Short-Term		2000-023-01
Airport Master Planning File	Documents relating to the development of individual airport plans	Master Planning File: Permanent. Master Planning Correspondence File: 25 years		Permanent		1974-029
Airport Project Construction File	Documents relating to the construction of airports	7 years		Temporary-Short-Term		1973-594A
Airport System Planning File	Documents relating to the development of area wide airport system plans.	Airport System Planning File: Permanent. Correspondence File: 25 years		Permanent		1974-027

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Allotment Voucher Files	Documents relating to the transfer of funds on record from one account to another in order for the funds to be expended.	Retain for useful life		Transitory	Destroy after audit is completed	1973-155
Ante Litem Notices with Incidents Involving Children	Documents gathered after receipt of Ante Litem Notices as well as the original notice.	20 years after final disposition of case. Verify with Attorney General that no further action has been filed on behalf of the injured party prior to destruction.	OCGA 50-21-20 et seq	Temporary-Long-Term		2000-028-01
Ante Litem Notices with Incidents Not Involving Children	Documents gathered after receipt of Ante Litem Notices as well as the original notice.	District Office: 2 years		Temporary-Short-Term		2000-030-01

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Application and Permit for An Outdoor Advertising Sign File	Documents relating to accounting for monies collected as fees for permits for outdoor advertising signs.	1 year or until State audit is complete.		Temporary-Short-Term		1973-453
Application and Permit for Commercial Driveway Files	Documents relating to the issuing of permits for the construction of commercial driveways which encroach on the State's right-of-way.	Permanent		Permanent	Transfer to Archives for permanent retention	1974-362
Application and Permit for Utility Facility Encroachment File	Documents relating to the issuing of permits for utility encroachments on the State's right-of-way	Permanent		Permanent	Transfer to Archives for permanent retention	1974-363
Audit Report Working Paper Files	Working papers and background materials supporting an audit of an office or function of DOT	8 years		Temporary-Short-Term		1976-327

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Bridge Design Project File	Documents relating to the design and construction of bridges which are either state- or federally-funded projects	Retain for useful life		Transitory		1974-241
Bridge Inventory File	Documents relating to an inventory of the physical capabilities of all bridges. This data is used in routing trucks over the State highway system.	Permanent		Permanent	Transfer to Archives for permanent retention	1973-400
Bridge Inventory Inspection File	***	2 years		Temporary-Short-Term		1973-207

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Bridge Project File	Documents relating to the design and construction of bridges and structures.	Federally-funded and State-funded Projects (Copy of microfilm): 50 years. Federally-funded and State-funded Projects (Reference copy - microfilm): Retain for useful life		Temporary-Long-Term	Federally-funded and State-funded Projects: Review for further retention after 50-year retention has expired.	1973-398A
Bulk Petroleum Cost Accounting File	Documents relating to maintaining records of the distribution of petroleum from the Department's bulk petroleum stations.	3 years		Temporary-Short-Term	District Offices, Office of Equipment Management, and Maintenance Activities Unit: Destroy only after all audit questions are resolved	1974-011A
Cash Receipts Deposit Files	These files consist of copies of deposit slips, cash receipts, backup documents, and checks.	4 years		Temporary-Short-Term		1988-010

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Central Inventory-Record of Missing Property File	Documents relating to accounting for missing property.	2 years		Temporary-Short-Term		1973-268A
Citation File	Documents relating to the issuance of citations for violations of the overweight and overdimensional rules and regulations for the movement of vehicles on the State highway system.	4 years		Temporary-Short-Term	Unresolved claims or audit questions will be retained until resolved	1973-204M
City Map File	Documents relating to the drafting and updating of city maps.	Mylar/Linen Originals: Permanent. Second Originals and Reduced Scale Negatives: Retain for useful life. Full Scale Negatives: 5 years		Permanent		0000-488

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
City/County Contract Files, Priority Files, and Bridge Files (State Aid Reference Files)	Reference copies of files relating to roadway and bridge projects.	6 years and transfer of all originals to General Files Office		Temporary-Short-Term		1985-086
City/County Highway Project File (Simple Written Contract)	Documents relating to the construction of county or city roads. The State administers the funds to the counties or cities. The cities or counties are responsible for the construction of the roads.	7 years		Temporary-Short-Term		1973-455A
City/County Highway Project Files	Records documenting construction of roads, bridges, airports and mass transit systems.	General Office: 6 years after transfer to State Records Center. District Offices: 6 years after project is closed		Temporary-Short-Term		1993-001

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Civil Actions	All correspondence and materials relating to requests to produce received by the Office of Legal Services, the General Office Legal Service Assistant, and the District Legal Services Assistants.	30 days after final disposition of case. Verify with the Attorney General that no appeal has been filed prior to destruction.	OCGA 50-21-26	Temporary-Short-Term		2000-029-01
Consolidated General Accounting Transaction Reports (CAMS)	Reports documenting cost accounting for vehicles and inventory control.	Microfiche Reference: 5 years. Microfiche Security: 20 years		Temporary-Long Term		1985-035

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Consultant's Prequalification Records	Source records of consultant's application for request of prequalification and other correspondence between the department and consultant. Records include: prequalification certificates, letters, professional licenses, and certificates for the consultant.	4 years		Temporary-Short-Term		0484-005
Continuous Count Traffic Data File	Documents relating to the compilation of continuous traffic counts.	Permanent		Permanent	Transfer to Archives for permanent retention	1973-405A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Contracts for Highway Maintenance	This series consists of agreements between the department and local governments by which a State Route's maintenance responsibility is accepted by the local government.	20 years	OCGA 9-3-23	Temporary-Long-Term		2001-038
County Map File	Documents relating to the drafting and updating of county maps.	Mylar/Linen Originals: Permanent. Second Originals and Reduced Scale Negatives: Retain for useful life. Full Scale Negatives: 5 years		Permanent		0000-487
Daily Labor Cost Distribution File	Documents relating to allocation of personnel costs to specific highway projects.	4 years		Temporary-Short-Term	Unresolved claims or audit questions will be retained until resolved	1973-335

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Department of Transportation Subject File (Office reference files)	Documents relating to the administrative functioning of the Department and the planning, construction, maintenance and improvement of transportation systems. This is a centralized subject file for the entire Department.	Retain for useful life		Transitory		1973-497-02
Department of Transportation Workers Compensation Records	Records documenting employee accidents, injuries, and medical claims	General Office: 1 year beyond closing date. District Office: 1 year beyond closing date. Area Office: 1 year after employee has left the department.		Temporary-Short-Term		0484-001

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Disadvantaged Business Enterprise Certification Files	Files on each firm that applied for certification in a three year period.	3 years after transfer to the State Records Center.		Temporary-Short-Term		1994-007
Drug and Alcohol Testing Information	Documents relating to drug and alcohol testing.	Office of Maintenance Personnel: 5 years after transfer to State Records Center. District Offices: 6 years		Temporary-Short-Term		1997-036
Earnings Report and Payroll Papers I-8 File	Reports documenting all adjustments made to the basic payroll.	4 years		Temporary-Short-Term	Retain until audit questions are resolved	0000-139

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Engineering Services Estimating Worksheets	Documents relating to the establishment of the estimated prices of all items on department projects being let to contract. These prices are used in comparison with the bid prices submitted.	7 years		Temporary-Short-Term		1986-072
Engineering Services Highway Project Files	Documents related to the review of plans, specifications, and estimates prior to the approval of projects (before they are let to contract)	1 year after final acceptance, then transfer to General Files for incorporation into Highway Project Files.		Temporary-Short-Term		1986-071
Equipment Depreciation Voucher Files	Monthly and yearly reports of equipment depreciation	3 years		Temporary-Short-Term		1975-180
Equipment Monthly Usage Report File	Documents relating to a cost accounting system for all equipment	3 years		Temporary-Short-Term		1974-055A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Equipment Usage and Maintenance File	Documents relating to the usage and maintenance of State-owned equipment.	2 years		Temporary-Short-Term		1973-206
Expense Consolidation Reports (CAMS)	Reports documenting expense transactions entered into CAMS and forwarded for payment	3 years		Temporary-Short-Term		1985-029
Federal Highway Unit Distribution Letters	Documents in which the Federal Highway Unit of the GDOT notifies other offices within the department of approved changes to the Federal Highway System. These documents are prepared following notification of approval by the Federal Highway Administration (FHW.A)	Permanent. Retain in office.		Permanent		2001-036

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Federal-Aid State Systems Map File	Documents relating to the drafting and updating of State and County maps reflecting the Federal-aid Systems.	County Map Originals: Retain for useful life. State Map Originals: Permanent		Permanent		0000-472
Flight Report Files	Includes flight reports and flight requests	3 years	FAA 91.417	Temporary-Short-Term		1978-270-02
GDOT Vehicle Incident Records	Reports of damage to agency vehicles.	General Office: 1 year after employee has been separated from the department. District Office: 1 year beyond closing date. Area Office: 1 year after employee has left the department.		Temporary-Short Term		0484-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
General Accounting Transactions (CAMS)	Reports document all debit transactions	Microfiche Reference: 5 years. Microfiche Security: 20 years.		Temporary-Long-Term		1985-032
Geodetic Control Monument Map File	Documents relating to the establishment and geographic location of permanent national geodetic monument control points throughout the State.	Retain for useful life		Transitory		1974-132
Georgia Highway Authority Project Files	Document relating to the construction of roads and bridges using Authority funds.	23 years	26 CFR 1.6001-1(e); 26 CFR 1.148-5(d)(iii)(E)	Temporary-Long-Term		1973-434A
Highway Accident Analysis File	Statistical reports documenting accidents on Georgia's highways.	5 years		Temporary-Short-Term		0000-233

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Highway Construction Project File	Documents relating to the construction of roads.	Originals (General Files): Indefinitely		Permanent		1973-454
Highway Materials Test File	Documents relating to the construction of projects financed by Federal-Aid, State-Aid, and Bond Funds.	6 years upon receipt of final acceptance letter		Temporary-Short-Term		1974-352
Highway Materials Test Files (Sealed Contract)	This series includes documents relating to the construction of projects financed by federal-aid, state-aid, and bond funds.	23 years	IRS regulations section 1.6001-1(e)	Temporary-Long Term		1974-353
Highway Mileage Reports File	Documents relating to the compilation of statistics on the mileage of the State highway system.	Permanent		Permanent	Transfer to Archives for permanent retention	1973-009

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Highway Project Allotment Files	Documents relating to project allotment files summarizing the funds allotted to a specific project and letters of authority for the transfer of funds from an unearned account to an earned account prior to making payments to contractors.	4 years		Temporary-Short-Term	Records are not to be destroyed until all audits are complete.	0000-372A
Highway Project Construction Plan Files	Official copies of construction plans and district mark-up construction plans (As-builts) used in the construction of highways and bridges	Permanent		Pemanent		0484-004
Highway Project Construction Plan Files (District Office Reference Files)	Records serve as a local public reference of as built construction plans.	Retain until no longer needed for reference.		Transitory		1986-037

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Highway Project Files	Documents relating to the construction of roads and bridges.	23 years	26 CFR 1.6001-1(e); 26 CFR 1.148-5(d)(iii)(E)	Temporary-Long-Term		1973-410A
Highway Project Files with Federal Funds	Documents relating to coordinating the approval and funding of projects under the Construction Work Program.	20 years		Temporary-Long-Term		1983-885
Highway Project Files with State Funds Only	Documents relating to coordinating the approval and funding of projects under the Construction Work Program.	20 years		Temporary-Long-Term		1984-100

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Highway Project Management Files (District Office Reference Files)	Documents relating to maintaining reference copies of highway project files for use by District Offices during the course of construction projects	6 years		Temporary-Short-Term	Do not destroy if under litigation.	0000-173A
Highway Project Railroad & Utility Agreement	Documents relating to agreements between railroads or utilities and the department	Permanent		Permanent	Transfer to Archives every year	1974-371A
Inventory Monthly Summaries (CAMS)	Reports documenting activity in all DOT inventory accounts.	3 years		Temporary-Short-Term		1985-033

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Link Data File	Documents relating to the creation of a transportation file for urban areas with a population in excess of 50,000.	Hard copy: Base Year Data and Existing and Committed Systems - Permanent; Selected Plan - Retain for useful life; Test Alternatives - 5 years. Magnetic Tapes: Retain for useful life, then erase and reuse.		Permanent		0000-482
Local Road and Street Finance Report File	Documents relating to the preparation of an annual financial report for each county documenting the revenue and expenditure of funds for highway systems.	10 years		Temporary-Short-Term		0000-489

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Maintenance Engineer's Subject Files	Documents include correspondence and reports concerning the activities of the Office of Maintenance	5 years		Temporary-Short-Term		1985-018
Maintenance Management System Computer Program and Tapes	Documents the administration of the Maintenance Management System	Tapes (Fiscal Year Master Files): 10 years. Computer Program: Retain until no longer needed		Temporary-Short-Term		1987-018
Maintenance Management System-Microfiche	Copies of reports - mm-902, mm-906, mm-907, mm-908, and Annual Performance Budget	Reference copy: 10 years. Security copy: 20 years after transfer to Media Security Vault at Georgia Archives.		Temporary-Long-Term		1987-017
Maintenance Materials Inventory - District/Area	Provides inventory control of maintenance materials.	3 years then transfer to the District Office for destruction.		Temporary-Short-Term		1987-012

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Manpower Line of Balance Report File	Documents relating to a comparison of projected manpower requirements and actual requirements for projects.	3.5 years		Temporary-Short-Term		1974-082
Manpower Standards File	Documents relating to establishing standards for manpower requirements for projects.	3 years		Temporary-Short-Term		1974-083
Mass Transportation Intercity Feasibility Study File	Documents relating to the economic, engineering and environmental ramifications of developing intercity transportation corridors.	Intercity Feasibility Study File: Permanent. Correspondence File: 25 years		Permanent		1974-026

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Mass Transportation Urban Area System File	Documents relating to the planning and development of mass transportation systems for urban areas	Mass Transportation Urban Areas System File: Permanent. Correspondence File: 25 years		Permanent		1974-028
Merit System Established Position File	Documents relating to established Merit System positions within the Department.	Position Record and Employment Record: Retain for useful life		Temporary-Long-Term		1973-395
Month End Charges (CAMS)	Reports documenting individual charges to project and account numbers.	Microfiche Reference: 5 years. Microfiche Security: 20 years.		Temporary-Long-Term		1985-034
Motor Fuel Report File	Documents relating to the compilation of monthly and annual reports relating to the collection of motor fuel tax.	Monthly Report: 5 years. Annual Report: Permanent		Permanent		0000-480

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Motor Vehicle Accident Report Reference Files	Documents related to accidents on the state's highways that are used for analysis of road design, vehicular/pedestrian traffic control, location of utility lines, or highway maintenance.	6 years		Temporary-Short-Term		1987-058
Motor Vehicle Registration File	Documents relating to the compilation of monthly and annual reports relating to the number of motor vehicles registered in each county.	Monthly Report: 5 years. Annual Report: Permanent		Permanent		1973-008
Multi-Project Scheduling System (MP/SS) Files	Documents relating to the maintenance of the MP/SS	2 years		Temporary-Short-Term		1975-005
Multi-Project Scheduling System Summary Files (MP/SS Project Summary)	Documents relating to the summarizing of pre-construction status of all DOT projects	Office Copy: 3 years. Field Copy: Maintain current printout		Temporary-Short-Term		1976-320

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Object Ledger File	Documents relating to the monthly and year-to-date totals of funds allotted and funds expended along with monthly and year-to-date balances which are recorded by charging unit and object.	1 year		Temporary-Short-Term	Retain until all audit questions are resolved.	0000-373
Office of Programming Subject Files	Documents relating to the construction of roads, bridges, airports, and mass transit projects.	2 years		Temporary-Short-Term		1983-884
Open Records Act Requests - answered	Documentation and materials relating to Open Records Act Requests received by the General Office, District Offices, or Area Offices.	1 year	OCGA 50-18-70 et seq	Temporary-Short-Term		2000-031-01

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Open Records Act Requests - no information provided	Documentation and materials relating to Open Records Act Requests received by the General Office, District Offices, or Area Offices.	30 days	OCGA 50-18-70 et. Seq	Temporary-Short-Term		2000-032-01
Oversize/Overweight Vehicle Enforcement Results File	Documents relating to the enforcement of compliance and regulations for the movement of vehicles on the State highway system.	Daily and Weekly Reports: 1 year. Annual Reports: 4 years		Temporary-Short-Term		1973-201M
Oversize/Overweight Vehicle Permit Escrow Account File	Documents relating to the issuance of permits on a credit basis.	4 years		Temporary-Short-Term	Unresolved claims or audit questions will be retained until resolved	1973-205M

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Oversize/Overweight Vehicle Permit File	Documents relating to accounting for monies collected as fees for overweight/oversize vehicle permits.	Retain for useful life		Transitory		1973-202
Oversize/Overweight Vehicle Permit File	Documents relating to the enforcement of compliance and regulations for the movement of vehicles on the State highway system.	4 years		Temporary-Short-Term	Unresolved claims or audit questions will be retained until resolved	1973-203M
Oversize/Overweight Vehicles-Report of Fines and/or Forfeitures Files	Documents relating to monies remitted to the State by the counties for fines collected for the violation of oversize/overweight vehicles regulations.	4 years		Temporary-Short-Term		1973-387

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Overweight Assessment Administrative Hearing Files	Appeals of overweight citations and the administrative hearing decision issued by hearing officers.	Final Decision: Continuing retention. Temporary Administrative Files: 6 years		Temporary-Long-Term		1989-077A
Payroll Adjustment Register File	Documents relating to adjustments made to payroll for changes in the basic payroll from one pay period to the next.	Destroy after audit		Temporary-Short-Term		0000-246
Payroll Edit File	Documents relating to the auditing of certain payroll documents in order to establish their validity.	1 year		Temporary-Short-Term	Destroy after audit	0000-243
Payroll Register Printouts	Documents relating to the summary of the basic payrolls and deductions	4 years	Federal Regulation PPM 30-9	Temporary-Short-Term	Records pending special litigation should be kept until cleared	0000-138

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Payroll Time Distribution Report Files	Documents relating to allocation of time for projects, time taken in holidays and leave, and type of work activity performed by payroll unit.	4 years	23 CFR 17.5(c)(ii)	Temporary-Short-Term		1975-278M
Planning & Programming Director's Subject Files	Documents relating to the administration of the Planning & Programming Division	Permanent		Permanent	Transfer to Archives every 2 years	1983-901
Pre-construction Activities Flow Chart Files	Documents relating to the sequence and duration of key activities involved in the pre-construction phase of a project	3 years		Temporary-Short-Term		1976-301

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Preliminary Engineering Survey Request Card File	Documents relating to preliminary engineering surveys	Survey and Aerial Mapping: Permanent. Retain in office upon completion of project. Survey and Aerial Mapping (Fulton Airport): Reference copy. Destroy. General Accounting: Destroy. Office of Planning: Destroy. District Offices: 1 year; destroy.		Permanent	Retain in office.	1974-243

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Pre-qualification of Contractors File	Documents relating to the pre-qualification of contractors for bidding on and sub-contracting work performed on State highway construction projects.	Applications for Pre-qualification and Contractor's Past Performance Report: 3 years. Contractor's Rating Sheet: 10 years. Certification of Contractor's and Subcontractor's Current Capacity and Status of Contracts on Hand: Until project is finalized.		Temporary-Short-Term		1973-200

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Project Ledger File	Documents relating to figures maintained relative to construction of highway projects - Federally or State funded and Rural Road Authority. It displays amounts allotted to a project, expenditures actually made on the project balance and total amounts allotted to any project to date.	3 years		Temporary-Short-Term		1973-153
Project Status Report File	Documents relating to the weekly progress of contractors on construction projects	Weekly Report of Progress and Time Charges: 1 year. Project Status Report: 4 years.		Temporary-Short-Term		1973-109
Property Deed File	Legal instruments documenting ownership of real and personal property.	Permanent	Georgia Code Annotated Chapter 91-4A	Permanent	Retain in office.	0000-245

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Property Deed Files	Record of departmental ownership of buildings and/or property	2 years after sale of property		Temporary-Short-Term		1976-295
Purchase Weighing Ticket File	Documents relating to the weight of rock, sand, etc. received by a sector of the agency for repairs, construction, etc. and used for balancing and control purposes.	1 year		Temporary-Short-Term	Destroy after audit	0000-244
Real Property Inventory Files	Current inventory of real property under the department's jurisdiction	2 years after sale of property		Temporary-Short-Term		1976-294
Real Property Inventory Forms File	Inventory of real property.	Indefinitely		Temporary-Long-Term		0000-247
Registered and Certified Mail Receipt File	Documents relating to certifying and registering mail.	1 year		Temporary-Short-Term		1973-386

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Rejected Contractor's Bid Proposal File	Documents relating to rejecting bid proposals submitted by contractors for the construction of highway projects.	7 years		Temporary-Short-Term		1973-468A
Research Project File	Records relating to transportation research conducted by the department in partnership with the university system and the federal government.	Interim Progress Report and Final Project Report: Permanent. Remainder of Research Project File: 10 years		Permanent		0000-311
Right of Way Surplus Building Files	Documents relating to the sale of surplus building on land acquired for highway right of way	Microfilm Security copy: Permanent. Microfilm Reference copy: Retain for useful life		Permanent		1973-598A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Right-of-Way Plan File	Documents relating to the acquisition of rights-of way for highways.	Record Copy (District Offices): Permanent. Reference Copy (General Office): Retain for useful life		Permanent		1973-538
Right-of-Way Project Control File	Documents relating to the acquisition of rights-of-way for highways	5 years		Temporary-Short-Term		1973-517
Right-of-Way Relocation Assistance File	Records documenting the relocation of utilities and private property located on right-of-way land.	Permanent		Permanent		1973-543
Right-of-Way Surplus Land File	Documents relating to the sale of surplus land acquired for right-of-way	50 years		Temporary-Long-Term		1974-030

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Rights of Way Acquisition File	Documents relating to acquisition of right of way for highways relating to property owners.	Deed File: Permanent. Appraisal File, Voucher File, Correspondence File: 7.5 yrs. Parcel File, Plans File: Microfilm, destroy paper. Plans (Security Microfilm Copy): Permanent. Plans (Microfilm Reference Copy): Retain for useful life		Permanent		1974-016A
Road Condition Bulletin Map File	Documents relating to the drafting and updating of a map depicting all highway construction projects and their relation to the traveling public.	Continuous		Transitory	Original is updated monthly and usually wears out within a two-year period. Must be replaced.	0000-471

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Road Inventory - Videos and Film	Visual documentation of road conditions throughout the State.	7 years		Temporary-Short-Term	District offices implement same retention	2000-024-01
Road Inventory Data File	Records documenting the condition and improvement of the State's roads.	5 years		Temporary-Short-Term		0000-257
Road Life Data File	Documents relating to a complete history of construction, costs, funding, and retirement of state and federally-funded roads.	Construction/Retirement Files: Maintain in current files. Printouts: Retain for useful life. Road Life Data Cards: Permanent		Permanent		1974-370
Roadway Project Files	Official copies of Project-related documents developed as part of the design of highways and bridges.	20 years after transfer to State Records Center		Temporary-Long-Term		0484-002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Routine Maintenance General Operations Records	Reports and other information on the Wildflower Program, Worksite Safety Inspections, UST Petroleum (underground fuel storage tanks), tree trimming, shoulder clipping, shoulder building, sign replacement, and prison crew reports. Copies of the reports are filed in both the Area office and District office in which the operations occurred.	Area Office: 1 year. District Office: 3 years.		Temporary-Short-Term		2001-040-01
Rural Transportation Monthly Reporting Forms	Monthly reports of public transportation and citizen services.	Source Document: Destroy after data entry. Printouts: Retain until end of calendar year. Tape: 4 years		Temporary-Short-Term		1986-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Safety Enhancement Review Report	Documents relating to the investigation of fatal accident sites on the state route system. Included are some non-fatal accidents and fatal accidents for railroad crossings not on the state route system.	District Offices: Inactive Files: 10 years. General Office: Keep until no longer needed.		Temporary-Short-Term		1994-006
Sanborn Insurance Maps	Documents relating to the maintenance and updating of published maps used in Urban Highway Systems Planning	Permanent		Permanent	Transfer to Archives	1983-818
Seasonal Control Count File	Documents relating to the compilation of a seasonal control count.	Annual Report: Permanent. Monthly Reports: 8 years. Paper Tapes and Coding Sheets: Retain for useful life		Permanent		1973-406

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Southeastern Assoc. of State Highway & Transportation Officials (SASHTO) Planning Files	Documentation of registrations and housing of the delegates who attend the annual meetings	14 years		Temporary-Short-Term		1984-079
Southeastern Assoc. of State Highway & Transportation Officials (SASHTO) Proceedings Publication	Documentation of the proceedings of annual conference hosted by the DOT	2 years		Temporary-Short-Term		1984-080
Speed Zone Order Files	Documents establishing speed zones on state routes, county roads, and city streets.	Retain until superseded or rescinded		Temporary-Short-Term		1976-296
State Highway Engineer's Subject File	Documents relating to administrative policies and procedures and the planning, construction, maintenance and improvement of transportation systems.	Permanent		Permanent		1973-570

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Highway Map File	Documents relating to the drafting and updating of a map that reflects the current State highway system and tourist information.	Permanent		Permanent		0000-476
State Property Accident Reports	Records documenting damage to agency owned property and the collection of compensation.	3 years after the file has been closed		Temporary-Short-Term		0484-006
State Route Folders	Documents relating to the revision of the State Highway System.	Permanent. Retain in office		Permanent		2001-037
State Tollway Program Monthly Progress Report File	Documents relating to monthly progress reports on the State tollway system	Permanent		Permanent		1974-012

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Traffic Flow Map File	Documents relating to the drafting and updating of a map showing the annual 24-hour traffic volume average on the State highway system.	Permanent		Permanent		0000-478
Stolen/Lost Property Report Files	Documents relating to the reporting of missing property	Coding Sheets File: 4 years		Temporary-Short-Term		1976-328
Tabulation of Contractor's Bids File	Documents relating to the tabulation of the three lowest bidders for the construction or maintenance of a highway.	10 years		Temporary-Short-Term		1974-003
Topographic Quadrangle Map file	Documents relating to highway surveys and location studies	Retain for useful life		Transitory		1973-409

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Traffic Accident Analysis Files	Records documenting the analysis of traffic accidents to determine if alterations are needed to the highway to prevent future accidents.	Permanent		Permanent		0000-234
Traffic Assignment File	Documents relating to the creation of a transportation plan for urban areas with a population in excess of 50,000.	Hard copy: Base Year Data and Existing and Committed Systems - Permanent; Selected Plan - Retain for useful life; Test Alternatives - 5 years. Magnetic Tapes: Retain for useful life, then erase and reuse		Permanent		0000-481

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Traffic Coverage Count File	Documents relating to the compilation of an annual 24-hour traffic count.	Coverage Counts and Estimates of A.D.T.: Permanent. Paper Tapes and Coding Sheets: Retain for useful life		Permanent		1973-408
Training Records: Course Files and Monthly Training Reports	Records documenting training received by all employees.	Course Files: General Office: 5 years. District Offices: 5 years. Monthly Training Reports: General Office: 5 years. District Offices: 1 year.		Temporary-Short-Term		1999-023
Transportation Account Administrator's Subject Files	Documents relating to the administration of the General Support Services	5 years		Temporary-Short-Term		1983-829

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Transportation Environmental Impact Statement File	Studies evaluating the environmental impact that road construction might have on the surrounding area.	Permanent		Permanent		0000-319
Transportation Location Public Hearing File	Records documenting public hearings held in advance of proposed road construction.	Permanent		Permanent		0000-316
Transportation Project Notification and Review (A-95) File	Summaries of proposed projects affecting some mode of transportation within the State.	6 months		Transitory		0000-305
Transportation Rural Planning Project File	Records documenting road planning for rural areas of the State.	Permanent		Permanent		0000-317
Transportation Study File	Documents relating to the creation of a transportation file for urban areas with a population in excess of 50,000.	Base Year Data and Selected Plan: Permanent. Alternative Plans: 20 years.		Permanent		0000-483

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Transportation Traffic Analysis File	Analysis of traffic patterns within urban areas of the State.	3 years		Temporary-Short-Term		0000-306
Transportation Urban Planning Project Files	Records documenting the status of projects within urban areas.	Permanent		Permanent		0000-318
Underground Storage Tank Petroleum Reports	Records documenting the location and monitoring of underground storage tanks.	3 years after transfer to State Records Center.		Temporary-Short-Term	District Offices: maintain until no longer needed for reference.	1995-025
Vehicle Charges by Responsible Unit (CAMS)	Reports documenting cost accounting for vehicle usage.	Microfiche Reference: 5 years. Microfiche Security: 20 years		Temporary-Long-Term		1985-031
Vehicle Classification Data File	Documents relating to the compilation of vehicle classification data.	Vehicle Classification Data Report: Permanent. Code Sheets: Retain for useful life.		Permanent		1973-407

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Vehicle Monthly Summaries (CAMS)	Reports maintain cost accounting information for vehicle costs and inventory control.	Microfiche Reference: 5 years. Microfiche Security: 20 years		Temporary-Long-Term		1985-030
Warehouse Inventory Re-order File	Documents relating to the control of warehouse inventories	Retain for useful life		Transitory		1973-367
Warehouse Supplies and Inventory Control File	Documents relating to the control of and cost accounting system for warehouse inventories and shop repair orders	3 years		Temporary-Short-Term		1974-046A